

Health Savings Account (HSA) Payroll Deduction Change Authorization Form	
Employee Legal Name (Printed):	Social Security Number:  XXX-XX-_____
Pay Group (circle one):  Weekly      Bi-Weekly      Semi-Monthly	Company Name:
<b>Empower/Optum Bank HSA</b>	
Your change will be processed in the <u>next</u> available pay period.	
Type of Change:  <input type="checkbox"/> Change Current HSA Contribution Amount  <input type="checkbox"/> Cancel my HSA Contribution	On-going Contribution Per Pay Period:  \$ _____  One-Time Lump Sum from Paycheck:  \$ _____
<b>Payroll Acknowledgement</b>	
<p>I understand that I can only participate in an HSA account if I elect to be covered under The Heritage Group High Deductible PPO Health Plan. I hereby authorize The Heritage Group Payroll Department to withhold the amount listed above from each of my payroll checks.</p> <p>I hereby authorize The Heritage Group (THG), or its agent(s) to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error to the above-mentioned account each pay period. I acknowledge that the information on this form will be provided to the designated financial institution, and/or its agent(s) for the purpose of processing payments.</p> <p>This authority will remain in effect until I have changed or cancelled my account by submitting the proper HSA Payroll Deduction Change Authorization Form or dropping the HSA medical plan. A Photostat copy of this authorization shall be considered as effective and valid as the original.</p> <p>I hereby authorize The Heritage Group Payroll Department to withhold the amount listed above from each of my payroll checks to fund my HSA account.</p>	
<b>Employee Signature Section</b>	
Employee Signature:	Date:
<b>Submit your completed form to HR Shared Services:</b>	
<b>Scan &amp; Email:</b> HRSS@thgrp.com <b>Fax:</b> (317) 228-8424 <b>Questions? Call:</b> 800-303-0408	<b>Mail:</b> The Heritage Group ATTN: HR Shared Services P.O. Box 68123 Indianapolis, IN 46268

